
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

June 2007



Message from the President

Hello Fellow Clerks,

As I stated in my last month's report, we have a vacancy for our District 5 Director. Linda Carroll of Fairmont has expressed an interest in the position. If anyone else is interested in serving as the District 5 Director, which is a two-year term that runs from Sept. 2007 - Sept. 2009, please let me, an Executive Board member, or a District Director know.

Some clerks have questioned why we have traveled to North Platte several times for the Clerks Institute and Academy;

they question why we don't get something more centrally located. For those of you who may not know, the Executive Board mails out bid quotes each year to several hotels. In March, the Executive Board, District Directors, and Melanie Kiper and Dr. Chris Reed, representing UNO, review the bid quotes. We compare costs, the amenities the hotel is willing to provide, and what comments and reviews we have received in the past concerning the hotel. Some of the items we consider are the cost of the sleeping rooms and the number available; the number and size of meeting rooms available and whether the hotel provides the meeting rooms, or if there is a separate charge for the meeting rooms. We also consider what the hotel will provide during the Institute and Academy. For example, will the hotel provide free photo copies for UNO, speakers, and the Executive Board? Will it provide breakfast, snacks, refreshments and complimentary sleeping rooms?



All of this is taken into consideration as we calculate what we will receive for the costs involved. We continually research new convention centers, etc., and if anyone knows of a hotel they would like us to contact for a bid, please let us know.

I hope all of you are enjoying your summer!

**Mark your
calendars for the
League's Annual
Conference
in Gering,
Sept. 19-21**

Thought for the day: There is one element that is worth its weight in gold and that is loyalty. It will cover a multitude of weaknesses. Phillip Armour.



Southwest Nebraska Clerks Association Minutes

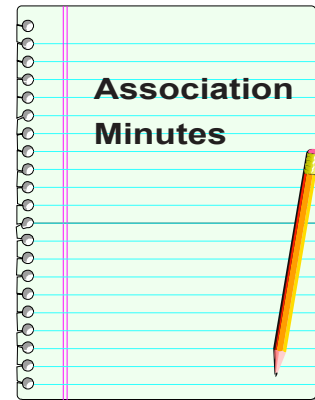
The Southwest Nebraska Clerks Association met on May 24, 2007, at the Cattle Country Café, in Curtis, NE, at 12:30 p.m., CDT. Clerks in attendance were: Jan Singleton-Hayes Center, Tina Wolak-Imperial, Kim McConville-McCook, Lea Ann Doak-McCook, Linda Werkmeister-Curtis, Jerry Wilcox-Curtis, Wendy McKain-Trenton, Angie Bowman-Trenton, Barb Sydow-Stratton, and Ona F. Malleck-Indianola. President Wilcox asked that the Treasurer's report be read. Secretary-Treasurer Malleck reported a starting balance of \$248.28, with paid dues in the amount of \$81.00, leaving a current balance as of May 24, 2007, at \$329.28. Motion was made by Bowman, seconded by Doak, that the Treasurer's

Report be approved as read. All members present voted in approval.

President Wilcox opened discussion of the Southwest Clerk's Association being in charge of the banquet at the 2008 Clerks School/Academy, in Kearney. A theme was discussed and tentatively agreed upon. Wolak will check with the hotel about possible availability of decorations, and choices of menu for the banquet.

McConville will check on suggestions for entertainment.

Since President Wilcox is leaving his position as City Administrator/City Clerk/Treasurer, of Curtis, to assume duties as City Clerk-Treasurer, in Crete, NE, as of June 5, 2007, he asked for new election of officers. Election resulted in



the following slate of officers for the ensuing year: Jo Leyland, Imperial- President, Kandra Kinne, Cambridge- Vice President, and Ona F. Malleck, Indianola- Secretary/Treasurer. With no further business to come before this association, the meeting was adjourned at 2:23 p.m.

*Submitted by Ona F. Malleck
Secretary/Treasurer*

Federal minimum wage increases begin in July

The federal minimum wage under the Fair Labor Standards Act (FLSA) was recently increased by Congress and signed by President Bush on May 26, 2007. The federal minimum wage is increased in three steps over the next two years from \$5.15 an hour to \$7.25 an

hour. The first step of the three level wage increase (to \$5.85 per hour) will take effect 60 days from the date of the President's signature, or July 24, 2007.

On July 24, 2007, the minimum wage increases from \$5.15 to \$5.85 an hour. On July 24, 2008, the minimum

wage increases to \$6.55 an hour. On July 24, 2009, the minimum wage increases to \$7.25 an hour.

The new federal minimum wage will apply to city and village employees. FLSA exceptions to the minimum wage are not changed by the increase.



Thanks for wonderful memories

To my fellow Nebraska Clerks:

First of all, I want to apologize that I will not be able to fulfill the position of District 5 Director. I had a job opportunity at ESU #5 that I could not pass up.

I want to thank each of you for the friendship and knowledge you have shared. I have many wonderful memories.

The Nebraska Municipal Clerks Association and Southern Seven Clerks Association are by far the best organizations I have been a part of. Please keep in touch. My new e-mail address is dmilius@esu5.org.

Submitted by Deb Milius

A class in psychiatry

A class for aspiring psychiatrists was being held and the topic of the day was emotional extremes.

“To establish some parameters,” said the professor to a student from Ohio, “what is the opposite of joy?”

“Sadness,” said the student.

“And the opposite of depression?” he asked of a young woman from Nebraska.

“Elation,” she said.

“And you sir,” the professor queried a young man from Texas, “how about the opposite of woe?”

The Texan replied, “Sir, I believe that would be giddy-up.”

— *as retold from AhaJokes.coms*

Google search tips to make your life easier

If you want to get the most out of your Google searches, the Small Business Hub web site offers these tips to refine your searches:

If you want to look for a phrase such as employee communications, you might be better off doing a search explicitly for the phrase by enclosing the words in double quote marks like this: “*employee communications.*”

If you want to exclude a word from your search, use a “-” sign in front of the word. For instance, if you wanted to exclude the word *religious*, you would search for *inspirational – religion.*

If you need the definition of a word, enter *define:someword.*

Gary Yank retirement party slated for July

An open house will be held for Gary Yank, retired Clerk/Treasurer for the city of Crete, on Saturday, July 14 from 1-4 p.m. at the College Heights Country Club, 1225 East 4th in Crete. Yank, who retired in June, has worked for the City of Crete for more than 31 years.

Thought for the day

As a manager, it is important to project the correct attitude to those who spend their days working for and with you.

Here are some sage words from Napoleon Hill in *The Law of Success in Sixteen Lessons*: “Until you have learned to be tolerant with those who do not always agree with you – until you have cultivated the habit of saying some kind word of those whom you do not admire – until you have formed the habit of looking for the good instead of the bad there is in others, you will be neither successful nor happy.”



How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest *Nebraska Municipal Clerks Newsletter* is available to view online.

1) Go to the League's website at <http://lonm.org>. Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading "Sections and Committees," there is a paragraph, which begins with the words "Attention Municipal Clerks."

2) Click on the underlined phrase "Sign-Up," which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words "Sign-Up" in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.

3) Later, if you want to remove your name and e-mail address from this list or change your e-mail address, you follow the above directions, but click on the "Sign-In" link. There you can login with your existing information and make the necessary changes.

4) To access the list of newsletters, you can go to the Sections and Committees page and click on the underlined phrase "click here" in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

August Birthdays

Janice Vanek	Prague	8/2
Betty Raabe	Hadar	8/3
Teresa Meier	Lincoln	8/4
Debra Harms	St. Helena	8/5
Michelle Fries	Bayard	8/6
Vicky Kellogg	Herman	8/7
Rose Hill	Bloomington	8/8
Karen Kleinschmit	Wausa	8/9
Linda Hess	Kenesaw	8/10
Robert Olson	Niobrara	8/10
Mary Mulligan	Wood Lake	8/10
Judy Schott	Nelson	8/11
Laurie Killin	Chapman	8/12
Lori Streeter	Davey	8/12
Dorothy Ann Jenkins	Carroll	8/14
Carrie Hansen	North Loup	8/14
Laura Deets	Pleasanton	8/14
Nancy Thornmahlen	Burr	8/15
Jeanne Stokes	Petersburg	8/15
Jody Kotschwar	Moorfield	8/16
Kim Schilousky	Cedar Rapids	8/19
LaVonro Moslander	Pickrell	8/19



Shawn Smith	Valley	8/20
Patricia Rule	Bennet	8/23
Phyllis Smith	DuBois	8/23
Deanna Schmit	Cody	8/25
Deanna Schmidt	Valentine	8/25
Patricia Smith	Sprague	8/26
Beverly Kimminau	Trumbull	8/27
Gail Arp	Weston	8/27
Mary Lovitt	Crab Orchard	8/28
Mary Ketelsen	Center	8/30
Lacie Andreason	Genoa	8/30
Catherine Walker	Phillips	8/30
Lola Wentz	Sterling	8/30
Shirley Johnson	Bushnell	8/31
Kim Egger	Cedar Bluffs	8/31
Mary Jean Rogers	Pierce	8/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 2007 CITIES OF THE FIRST CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (16-405)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office (13-508)
At end of month	Clerk files monthly report. (16-317)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office (13-508)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Board of Trustees' meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office. (13-508)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Village Board meeting. (84-1411)